



# Education Consulting Services RFP Pre-Bid Meeting

**January 26, 2021**



**Delaware**  
Department of Education



# Meeting Logistics

- Please type your name and organization into the Chat
- Keep microphones muted. We will open the meeting for questions at the conclusion of the presentation



# Important Dates

The proposed schedule of events subject to the RFP is outlined below:

- Public Notice Date: **January 11, 2021**
- Voluntary Pre-bid Meeting Date: **January 26, 2021 at 1:00 PM** (Local Time)
- Deadline for Questions Date: **February 8, 2021**
- Response to Questions Posted by: Date: **February 18, 2021**
- Deadline for Receipt of Proposals Date: **March 2, 2021 at 2:00 PM** (Local Time)
- Estimated Notification of Award Date: **May 2021**



# Overview

The Delaware Department of Education (DDOE), seeks to establish a pool of vendors for education related consulting services which will be based on statements of work issued in the future on an as needed basis.

- Please note: No specific work/deliverable is being guaranteed as a result of this solicitation. It is the specific intent of the DDOE to issue a multi-vendor award.
- Proposers are not required to submit proposals that cover all potential services, but can focus their proposal on the strengths of their organization.



# Overview

- DDOE supports the education of children from birth into adulthood. Vendors may specialize in services for any age-range of children or adult learners.
- Vendors are encouraged to specify the age of the learners for which their services have been and can be rendered.



# Overview

## **Education Consulting Services Categories Being Solicited**

1. Professional Development
2. Research and Data Analytics
3. Curriculum Consulting
4. Assessment Consulting
5. Program and/or Fiscal Management
6. School Support Consulting
7. Education Communications
8. Policy/Regulation/Governance
9. Career and Technical Education
10. Parent, Student, & Community Consulting Services and Resources



# Overview

Within these categories the services to be provided include, but are not limited to the following functions and titles:

- Trainer/Coach/Consultant
- Senior Researcher/Researcher/Research Assistant
- Senior Data Analyst/Data Analyst
- Curriculum Consultant/ Curriculum Writer/Developer/Content Expert
- Project Director/Senior Project Manager/Project Manager/Program Manager/Coordinator
- Supply Chain Manager/Change Manager



# Overview

## Functions and Titles (continued):

- Monitor/Evaluator
- Communications Specialist
- Director/Manager/Administrator





# Overview

- Interested vendors should outline the specific areas of interest and ensure that each category being submitted is fully supported according to the evaluation criteria identified in this RFP.
- Proposals **must** include hourly rates for each consultant title which includes any indirect costs.



# General Evaluation Requirements

Criteria	Weight
Experience & reputation providing Education Consulting Services included in the Scope of Work.	30%
Expertise of staff associated with services being proposed.	20%
Capacity to meet the requirements in the Scope of Work.	20%
Demonstrated ability providing similar services to what is being proposed.	20%
Resource Costs	10%
<b>Total</b>	<b>100%</b>



# Submission Requirements

Two paper copies with one marked “original” with original signatures and one electronic copy on a USB stick. **Failure to submit the following documents may deem the submitting vendor as “non-responsive” and exclude vendor from further consideration.**

- Transmittal Letter
- Vendor Proposal
  - Education Consulting Service Category/Categories clearly identified
- Vendor Cost Proposal/Hourly Rate
- Non Collusion Agreement marked “original” and notarized (Attachment 2)
  - The original proposal must have original signatures and notary mark on Attachment 2. All other copies can be reproduced.



# Submission Requirements (cont.)

- Exception Form (Attachment 3)
  - Please check box if no information.
- Confidentiality Form (Attachment 4)
  - Please check box if no information is deemed confidential.
- Business References (Attachment 5)
  - Do not use State of Delaware contacts as references. This includes school district and charter school employees. The only exception to this rule is when a State of Delaware entity responds and only serves Delaware state agencies.
- If applicable, Subcontractor Information Form (Attachment 6)



# Electronic Submission Requirements

- Electronic USBs – When submitting make sure you have a minimum of two separate files on the USB.
  - Proposal
  - Pricing/Hourly Rate Document (pricing needs to be submitted in a separate file)
- Please note: the physical and electronic submissions should be identical and include **all** required documents.



# Proposal Submission

- All properly sealed and marked proposals are to be sent to DDOE and received no later than 2:00 PM (Local Time) on March 2, 2021.
- The applications may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand.
- Please account for possible delivery delays. Late proposals will not be accepted.



# Application Submission

*Deliver to:*

**Meaghan Brennan**

Education Associate, Financial Reporting and Contracting

Delaware Department of Education

401 Federal St, Ste 2

Dover, DE 19901



# RFP Designated Contact

**Meaghan Brennan**

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# Questions?

